



Employment Opportunity

Department: Public Works

Engineering

Position: Extra Help – Engineering Assistant

Who May Apply: Any Qualified Applicant

Employment Status: Temporary, Extra Help

Salary: \$10.90 to \$13.49 Per Hour (DOE)

Closing: Until further notice

DEPARTMENT/OFFICE

Lewis County Public Works, Engineering Division
2025 NE Kresky Avenue
Chehalis, WA 98532

WHO MAY APPLY

This recruitment is open to any qualified individual who meets the requirements as identified in the job description.

POSITION SUMMARY

This is a non-represented temporary, as needed extra help position that assists with basic technical work in support of Engineering services. Programs include: survey, design/drafting, environmental, and technical administrative work. May assist with contract administration, project filing, quantity calculations, data entry, data collection, and construction project staking.

Duties may vary according to job assignment.

Please see job description for additional duties and responsibilities.

POSITION MINIMUM REQUIREMENTS

- 18 Years of Age or Older
- Valid Driver's License
- Engineering background or enrollment in engineering classes preferred.

HOW TO APPLY

Application materials available at www.lewiscountywa.gov/jobs or pick up an application packet between 8:00 a.m. – 5:00 p.m. from:

Lewis County Public Works Department
Public Services Building
2025 NE Kresky Avenue
Chehalis, WA 98532-1900

Completed, signed application materials should be returned to the address stated above. Applications may be emailed to lara.seiler@lewiscountywa.gov or faxed to 360-740-1499, providing a signed hard copy follows within 5 days.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360) 740-1480 TTY

APPLICATION REQUIREMENTS

The following items are **REQUIRED** for you to be considered for this recruitment. Note: ALL sections of the application must be complete. **"See resume" is not acceptable.**

- Lewis County Employment Application
- Please make sure to indicate your availability date on your application
- Authorization to Release Information

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.